



Foreign Affairs Manual

VOLUME 9 – Visas

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9 FAM 40.301 PROCEDURAL NOTES

Changes

1. In 9 FAM 40.301 Procedural Notes have been revised and renumbered. All material is being treated as new.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove 9 FAM 40.301 Procedural Notes (TL:VISA-207; 09-19-2000, 3 pages) and insert (CT:VISA-757, 08-09-2005, 3 pages.)
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:VISA-757, and initial.

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3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(CA/VO/L/R)